STA Code of Conduct

Commitment

Science & Technology Australia (STA) is committed to providing a safe and productive work and meeting environment that fosters open dialogue and the exchange of ideas, recognises diversity, promotes inclusion and equitable opportunities, and treatment for all participants, and is free of harassment and/or any form of discrimination (including but not limited to an individual's sex, gender identity or expression, sexuality, race, ethnicity, national origin, religion, relationship status, veteran status, age, physical appearance, neurodiversity or dis/ability).

Standard of Behaviour

STA is committed to the highest standards of professionalism, honesty, integrity and fairness.

This Code of Conduct applies to all Science & Technology Australia board members, managers, employees, contractors, suppliers, participants, volunteers, members, or representatives of a member organisation – 'our people'.

The Code of Conduct outlines the obligations and standards of behaviour expected from our people to comply and contribute to the achievement of a professional and productive work culture characterised by the absence of unlawful and unacceptable workplace behaviours.

Reporting

Individuals experiencing or observing inappropriate behaviour or breaches of this Code are encouraged to document their observations and report to relevant supervisors, officials or STA leadership, even if the breach appeared relatively minor as an observer or was personally experienced in any degree as negative or distressing manner.

While such reporting lines may vary by context and availability, in general reports of breaches of this code should proceed as follows:

- **Members and Board Directors** should report breaches of the Code to the President or Vice-President.
- **STA Employees, Casual Staff, Contractors, Suppliers and Volunteers** should report to their direct supervisor or manager. If the report concerns their supervisor or they are not comfortable doing so for any other reason, they should report to a more senior line manager, or to the President. With the exception of the Chief Executive Officer, Employees, Casual Staff, Contractors and Volunteers should refrain from reporting breaches of this Code directly to Board Members unless such action is required to deal with an immediate situation.
- **Participants in STA Activities** should report breaches of the Code to the Employee, Committee Chair or to another relevant STA official or event organiser with whom they have been interacting on the specific activity.

Corporate conduct and behaviour

At STA we value the contribution of all our people and recognise that diverse experiences and backgrounds enable us to provide an environment where our people can reach their full potential and where we can also achieve a positive outcome for our stakeholders. STA will:

- maintain confidentiality of STA and related information
- remain openly accountable for its actions within the framework of STA's responsibility to members, government and other stakeholders
- disclose and avoid any conflict of interest
- comply with all relevant laws of Australia
- provide a workplace in which employment decisions are based on merit and value equity, diversity and inclusion
- provide a workplace that treats all employees fairly and is free from discrimination and harassment
- remain responsive to the Members in providing frank, honest, comprehensive, accurate and timely advice
- provide leadership of the highest quality
- establish workplace relations that value communication, consultation, co-operation and input from employees on matters that affect their workplace
- provide a fair, safe and rewarding workplace
- focus on achieving results and managing performance
- under our Indigenous partnerships policy, acknowledge the conduct of STA work and events on Country, and forge strong partnerships with Aboriginal and Torres Strait Islander people communities and organisations.

Personal conduct

When representing or involved in STA activities, and at all other times, our people are expected to:

- act ethically, fairly, honestly and with integrity, respect co-workers, members, stakeholders, suppliers and other service providers
- act with due care and diligence
- treat everyone with courtesy and avoid all forms of bullying, harassment and discrimination
- comply with all applicable Australian laws and company policies
- comply with any lawful and reasonable direction given by the STA's management
- maintain appropriate confidentiality about the STA's dealings
- not make improper use of inside information or power or authority to gain or seek to gain a benefit or advantage for yourself or for any other person
- at all times behave in a way that upholds the STA values, integrity and good reputation.

Prohibited behaviours

The following represent types of behaviours that will not be tolerated during STA meetings and related events:

- intentionally talking over or interrupting others
- engaging in biased, demeaning, intimidating, coercive, harassing, or hostile conduct or commentary, whether seriously or in jest, based on sex, gender identity or expression, sexuality, race, ethnicity, national origin, religion, relationship status, veteran status, age, physical appearance, neurodiversity, ability, power differential, or other personal demographic factors
- engaging in personal attacks of any kind
- commenting on personal appearance
- retaliation against reporting of conduct concerns or assisting in conflict resolutions
- disruption of meetings or events (e.g., "Zoom-bombing") or engaging in harm or threats of harm of any kind
- producing or distributing audio or visual recordings of meetings or events in any medium
- producing or distributing photographs of presentations or materials
- engaging in any of the above behaviours on social media in relation to STA meetings or related events

Virtual meetings and events

Virtual meetings and events are different to in-person gatherings. STA expects all participants to abide by these guidelines in all fora of the meeting.

Breaches of the Code of Conduct

STA reserves the right to remove any individual from any meeting where this Code is breached, and to do so without warning or refund, and prohibit attendance at future STA meetings. Where behaviour that breaches the Code of Conduct occurs outside a meeting or beyond STA activities, it is anticipated the breach of the Code would be raised with the individual by the STA senior leadership and a resolution sought swiftly.

Review

This policy will be formally reviewed biennially. Reviews may also occur as needed when opportunities arise to enhance or improve the policy.

Other relevant STA Policy

- Diversity and Inclusion Policy
- Sexual Harassment Policy
- Anti-Discrimination, Harassment and Bullying policy
- Whistleblower policy
- Sponsorship and Partnership Policy

- Travel Policy
- Privacy Policy
- Complaints Process
- Environmental Sustainability Policy
- STA Constitution

For all queries relating to STA policy please email info@sta.org.au